



To : Director-General of Trade and Industry,
Government of the Hong Kong Special Administrative Region^(Note 1)

**Small and Medium Enterprises (SME) Loan Guarantee Scheme –
Payment Request Form for Business Installations and Equipment Loan Guarantee**

Pursuant to Clause 4 of the Deed dated _____ signed between
_____ (Name of Lender)

and the Government of the Hong Kong Special Administrative Region (HKSARG), I/we hereby on behalf of
the Lender request HKSARG to make a payment under the following Guarantee :

(A) DETAILS OF GUARANTEE

- (1) Borrower's Name and Address : _____

- (2) Borrower's Business : _____
Registration No. _____
- (3) Guarantee Ref. No. : _____
- (4) Starting Date of Guarantee : _____ (dd/mm/yy)
- (5) Starting Date of Facility : _____ (dd/mm/yy)
- (6) Expiry Date of Guarantee : _____ (dd/mm/yy)
- (7) Date of Default : _____ (dd/mm/yy)
- (8) Guarantee Limit (HK\$) : _____
- (9) Risk Sharing Factor (%) : _____

(C) PROCEEDS REALISED FROM SECURITY

(please attach separate sheet(s) if the space below is insufficient)

Details of security	Action taken or to be taken to realise the security	Amount of proceeds realised (HK\$)
Total amount of proceeds from realisation of security = HK\$		

(D) PROCEEDS REALISED FROM THE BUSINESS INSTALLATION(S) AND EQUIPMENT ACQUIRED UNDER THE SCHEME
(if the installation(s)/equipment is/are not specifically assigned as a security of the Facility)

Details of business installation(s) and equipment	Action taken or to be taken to realise the business installation(s) and equipment	Amount of proceeds realised (HK\$)
Total amount of proceeds from realisation of the business installation(s) and equipment = HK\$		

(E) AMOUNT OF PAYMENT UNDER REQUEST

	(a) Gross Amount (HK\$)	(b) ^(Note 2) Amount to be shared by HKSARG (HK\$)
(1) Outstanding principal (specified in Section B)		
(2) Proceeds from realisation of security (specified in Section C)		
(3) Proceeds from realisation of business installation(s) and equipment (specified in Section (D))		
(4) Total = (1) – (2) – (3)		

(F) OTHER INFORMATION

- (1) Whether the Facility/Facilities under the Scheme is/are covered by any all monies clause between the Borrower and the Lender :
- Yes No
- (2) Supporting Documents :
- Facility letter(s) and demand letter(s) to the Borrower
- All correspondence relating to the indebtedness and our attempts to recover it
- Statement(s) of the Borrower's designated bank account or sub-account
- Questionnaire as per the Annex
- (3) Planned actions to be taken to recover indebtedness from the Borrower or any other person :

(G) DECLARATION OF LENDER

I /We declare that :

- (1) the information contained herein is true, accurate and complete;
- (2) I/we have fulfilled all lender's obligations under the Deed for the SME Loan Guarantee Scheme – For Business Installations and Equipment Loans;
- (3) all obligations and liabilities on HKSARG's part under or in connection with the Guarantee specified in Part A are terminated and deemed absolutely discharged upon receipt of the payment under request; and
- (4) I/we (a) *have/have not released the Borrower from any repayment obligations or entered into a binding arrangement with the Borrower to give it time in complying with its repayment obligations; (b) *have/have not agreed with the Borrower to vary the terms of the Facility in a way that is not self-evidently insubstantial or which cannot be prejudicial to the Government; or (c) *have/have not released any security or collateral that we hold for the Facility.

(* Please delete as appropriate)

Lender's Name : _____

Branch (if applicable) : _____

Address : _____

Contact Person : _____ Telephone No. : _____

Signed for and on behalf of the Lender by its authorised officer,

(Signature)

(Name) (Print)

(Position)

(Company Chop)

(Date) (dd/mm/yy)

Note 1 : Completed form should be sent to the Director-General of Trade and Industry –

By post/in person : SME Loan Guarantee Scheme Unit
6/F, Trade and Industry Department Tower,
700 Nathan Road, Kowloon, Hong Kong

Mondays – Fridays : 8:45 a.m. – 12:30 p.m.
1:30 p.m. – 6:00 p.m.

By Fax : (852) 2396 5067

Note 2 : (b) = (a) multiplied by the Risk Sharing Factor.